



## Bay State Milling Job Description

**Job Title:** Maintenance/Electrician  
**Department:** Maintenance  
**Reports To:** Maintenance Manager  
**FLSA Status:** Nonexempt

### SUMMARY

The Maintenance Electrician's main duties are the installation, troubleshooting and repairs of the facility's electrical distribution systems, apparatus, and the electrical and electronic components of the industrial machinery and equipment. The Maintenance Electrician position requires the ability to work with plant management to identify equipment and systems that can be modified or applied to improve operational efficiency and must perform the following duties to ensure compliance with all applicable legal and regulatory requirements and in accordance with established company policies and procedures while maintaining the highest levels of safety, quality and productivity.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

1. Diagnoses malfunctioning electrical infrastructure apparatus such as transformers, breakers, Motor Control Center's (MCC'S), breakers and repairs/replaces damaged or broken components.
2. Properly size and install power supply wiring and conduit for newly installed machinery and equipment.
3. Properly connects power supply wires to machines and equipment, and connects control and communication cables and wiring between machines, equipment and devices such as Variable Frequency drives and PLC's.
4. Familiar with Variable Frequency drives and able to communicate faults, malfunctions and issues to BSM personnel or contractor integrators and perform requested tasks to repair and replace components.
5. Working knowledge of Programmable Logic Controllers required and the ability to take applicable training courses to gain knowledge and skills to become proficient with PLC's.
6. Diagnoses and repairs or replaces faulty electronic components, such as printed circuit boards, relays and fuses.
7. Must complete assigned preventive maintenance tasks safely and efficiently.
8. Replaces low voltage, 110v, 220v and 480v electric motor components as needed.
9. Effectively and aesthetically plans layout of wiring and installs wiring, conduit, and electrical apparatus in buildings.
10. Diagnoses and replaces faulty mechanical, hydraulic, and pneumatic components of machines and equipment.
11. Cleans and makes minor electrical repairs on air conditioning units.
12. Work unscheduled hours as needed to accommodate Bay State Milling Company's need to achieve customer demand.



13. Helps with general plant repairs and mechanical maintenance repairs as needed.

### **NATURE AND SCOPE**

Works directly with all the Tolleson Departments, outside contractors and Plant Management to plan, execute and achieve its goals.

### **DIMENSIONS**

Primarily, taken care of on one shift; however, extra hours are put in as the need arises after hours and on weekends. Call back work is required as well as consultation by phone to plant operators and Plant Management 24/7.

### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must have basic computer skills, advanced Motor Controls experience and knowledgeable with Variable Frequency drives.
- Working knowledge of the National Electric Code and be able to read and interpret electrical schematics and wiring diagrams.
- Must be able to demonstrate proficient use of all electrical meters and monitoring equipment.
- Must be familiar with OSHA Electrical Safety requirements such as, but not limited to, NFPA 70E and Arc Flash Hazards and personal protective equipment.

### **EDUCATION AND EXPERIENCE**

Individual must have High school diploma or general education degree (GED); one year certificate from college or technical school; and/or five years related experience and/or training in industrial electrical systems; or equivalent combination of education and experience. Must have proper training and experience working with 0-480 Volts AC/DC.

### **LANGUAGE SKILLS**

Has the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Has the ability to write routine reports and correspondence. Has the ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Has the ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Has ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**



Has the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

On-going training to enhance performance in position as required.

### **SAFETY**

Take precaution to prevent risk of injury to self, others, or Company property. Follow all LOTO and Arc Flash procedures provided in training. Attend yearly training on all safety guidelines throughout facility.

### **TEAMWORK**

Ensures that appropriate individuals are informed about matters impacting their areas of responsibility; works well with others; shares knowledge and experience with others; demonstrates respect and consideration for others' opinions; contributes to the overall task of the team. Demonstrates integrity; works effectively in teams; facilitates inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships. Be a team player.

### **DEPENDABILITY**

Follows through on tasks; position requires the individual to be a self-starter, requiring minimal supervision, must follow instructions and procedures while maintaining the ability to make changes to plans or instructions based on sound, fact based real time information. Arrives at work on time; follows Company policies on vacations, leaves, etc... Observes Company rules; completes tasks within deadlines.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms; climb or balance; lift, stoop, kneel, crouch, or crawl; and talk or hear. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



While performing the duties of this job, the employee is regularly exposed to hot and/or humid conditions and risk of electrical shock. The employee is frequently exposed to operating equipment; high, precarious places; fumes or airborne particles; outside weather conditions; extreme heat; and vibration.

### **FOOD SAFETY/SECURITY AND QUALITY REQUIREMENTS**

The Company is committed to producing and delivering defect free products that are in compliance with all applicable legal and regulatory requirements and are of the highest levels of food safety, quality and productivity. To ensure this, all employees are required to be trained on and adhere to the FDA Current Good Manufacturing Policies as set forth by the Company as they pertain to personnel practices, equipment and facilities. It is also vital that all employees be aware of their work environment and prevent any accidental or intentional adulteration of the products produced at the facility.